

LOS ANGELES COUNTY PROBATION DEPARTMENT  
EXISTING COMMISSIONS', COMMITTEES' AND AGENCIES' ROLES AND RESPONSIBILITIES MATRIX

EXISTING ROLES AND RESPONSIBILITIES	AGENCIES	CITIZENS' COMMISSIONS (Mandated)			BOARD-APPOINTED MONITORING OR INITIATIVE (Discretionary)							COUNTY DEPARTMENTS (Discretionary)				STATE / OTHER BODIES (Mandated)	
		Civil Grand Jury	Probation Commission	Sybil Brand Commission	A-C DOJ Audit Compliance Unit	Comprehensive Ed Reform Committee	CCJCC	Juvenile Reentry Council	OLM	Probation Ombudsman's Office	Probation Outcomes Study Work Group	A-C Audit Division	CEO - SIB (pending)	Probation Contract Monitoring Office	Probation DOJ Project Office	BSCC - Facilities Standards & Ops	JCC
I. JUVENILE INSTITUTIONS (HALLS, CAMPS, DKC) Inquires into, investigates condition and management of juvenile facilities		X															
Pursuant to California Code of Regulations Title 15, Minimum Standards for Juvenile Facilities, Section 1313, provides each juvenile facility administrator a documented inspection and evaluation on an annual basis as required by WIC Section 240.			X														
Inspects juvenile facilities involving complete evaluation of the condition of each facility's effective and economical administration, cleanliness, discipline and comfort of its juveniles.				X													
Inspects group home facilities to ascertain condition.				X													
Monitors the Probation Department's progress toward implementing the federal DOJ settlement agreement provisions for the camps related to various issues, i.e., use of force, rehabilitation and behavior management, and staff training. In addition, at CEO's request, continues monitoring compliance with the DOJ settlement agreement provisions for the juvenile halls.					X												
Reforms education programs in camps and halls by guiding education reform strategies.						X											

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I. JUVENILE INSTITUTIONS (HALLS, CAMPS, DKC), Cont'd.  Oversees and coordinates re-entry services for the County, particular for youth leaving camps. The Council does not currently meet.								X									
Provides comprehensive audit and quality assurance services related to juvenile hall and camp operations by measuring program performance through on-going quality assurance reviews and analysis of performance measures and outcome measures, with the goal of providing continuous process improvement by establishing performance expectations, monitoring data, and implementing corrective action plans.														X			
• Collaborates with local law enforcement agencies to maintain and enhance the safety and security of local adult and juvenile detention facilities. • Collects data relative to operations and demographics from local detention facilities. Establishes minimum standards for local adult and juvenile detention facilities. • Conducts biennial inspections of local adult and juvenile detention facilities. • Conducts compliance monitoring pursuant to the federal Juvenile Justice and Delinquency Prevention Act (JJDPa). • Provides technical assistance and training to local detention facilities.															X		

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II. JUVENILE INSTITUTIONS & JUVENILE FIELD SERVICES																	
<ul style="list-style-type: none"><li>• Identifies how agencies, communities, and families can better prevent youth entry into the juvenile justice system;</li><li>• Provides insight into how to prevent youth who enter the juvenile justice system from reaching the point of being placed in out-of-home care (suitable placement) and/or Probation camps;</li><li>• Provides direction on how to build an integrated and coordinated response system that would address the complex needs of youth and families, particularly those who penetrate deeply into the system; and,</li><li>• Identifies key outcomes that can be measured consistently and regularly (e.g., annually) by Probation, LACOE and allied County departments.</li></ul>										X							
III. JUVENILE FIELD SERVICES																	
<ul style="list-style-type: none"><li>• Develops and implements a continuum of county-based responses to juvenile crime.</li><li>• Oversees plans developed for JJCPA expenditures.</li><li>• The JJCC must include, at a minimum, the chief probation officer, as chair, and one representative each from the district attorney's office, the public defender's office, the sheriff's department, the board of supervisors, the department of social services, the department of mental health, a community-based drug and alcohol program, a city police department, the county office of education or a school district, an at large community representative, and nonprofit community-based organization representatives providing services to minors.</li></ul>																	X

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<b>IV. DEPARTMENT-WIDE ADMINISTRATIVE AND POLICY-RELATED RESPONSIBILITIES</b>																	
Strengthens interagency coordination, communication, and cooperation to improve the effectiveness and efficiency of the local criminal justice system via a unique, policy-level forum comprised of top leaders in criminal justice and local government						X											
Provides periodic status reports on selected investigations, uses of force, the disciplinary process, and reviews of significant matters to the Board of Supervisors and the Chief Probation Officer.								X									
Assists in the initiation, structuring, and development of ongoing internal investigations conducted by the Probation Department's Professional Standards Bureau to ensure that investigations are complete, effective, and fair.								X									
Participates, as necessary and appropriate, in ongoing investigations including interviewing witnesses, responding to crime scenes, and reviewing tangible evidence and relevant documentation.								X									
Monitors ongoing investigations and reviewing completed investigations conducted by the Probation Department's Professional Standards Bureau to ensure that content, disposition of employment issues, and recommended discipline are appropriate.								X									

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<b>IV. DEPARTMENT-WIDE ADMINISTRATIVE AND POLICY-RELATED RESPONSIBILITIES, Cont'd.</b> Monitors and makes recommendations about direction, discipline, and corrective action throughout the Probation Department's disciplinary process.								X									
Establishes and maintains liaison with the District Attorney, Probation Executives, Probation Units and Facilities, County Counsel, employee unions, the Probation Commission, the United States Department of Justice, the Federal Bureau of Investigation, civil rights organizations, community-based organizations, and other outside entities.								X									
Performs thorough analyses and reviews of selected Probation Department internal investigations to determine whether Probation Department policies, practices, and procedures should be reexamined to prevent the future occurrence of similar allegations of misconduct, and when warranted, develops and proposes recommendations for revisions of the implicated policies, practices, or procedures.								X									
Performs audits of Probation Department operations, reviews selected internal investigations, and studies best practices from probation departments in other jurisdictions in order to develop and improve policies, practices, and procedures to ensure that investigations of intra- departmental misconduct and disciplinary procedures are more effective, fair, thorough, and impartial.								X									

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<b>IV. DEPARTMENT-WIDE ADMINISTRATIVE AND POLICY-RELATED RESPONSIBILITIES, Cont'd.</b>																	
Devises and recommends mechanisms to provide positive recognition and incentives to employees who perform duties in an exemplary fashion with regard to integrity, conduct, and other issues that frequently are the subject of discipline.									X								
Sets an operational philosophy to ensure that the needs and goals of the community, the Board of Supervisors, the Probation Department, and the staff are met.									X								
Provides independent, confidential, informal, and impartial services to Probation clients, their families, and the general public with complaints related to Probation's service delivery, policies, and/or procedures. Initiates investigations and assists in resolving issues. Maintains a toll-free Help Line: (877) 822-3222										X							
Conducts audits and prepares reports relating to budget, fiscal and personnel functions to ensure compliance with Board-approved policies including recruitment, cost effectiveness of camps and halls, grant outcomes and evaluations, Request for Proposal procedures, operating costs, and numerous realignment and Prop 47 issues.												X					
Determines whether contractors are financially viable; maintains the necessary fiscal and administrative systems and records to properly manage contracts to ensure compliance with Federal, State and County guidelines; and determines whether contractors are providing the type and required level of services specified in their contracts.														X			